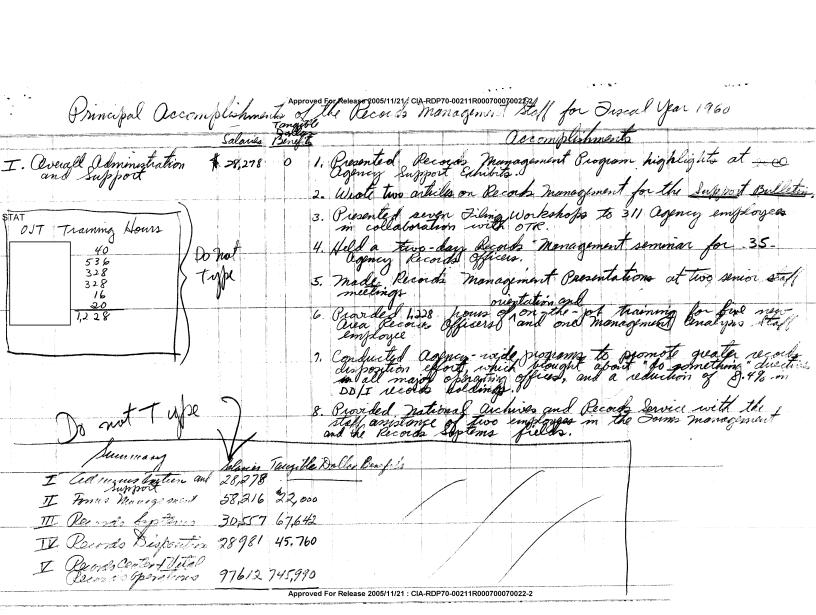
Approved For Release 2005/11/21 : CIA-RDP70-00211R000700070022-2 29 June 1960 Principal accomplishments of the Records management Staff for Insial year 1960 Summany Salaries Benefits I. Administration and Support # 28,278 # -II. Johns management 58,216 22,000 III. Records Systems 30, 557 67,642 IV. Records Desposition 28, 981 45.760 V. Records Genter and Vital Records Operations 97.612 745,990

Approved For Roll Seconds 11/21: CIA DP 30-1002111700079007003212 881,392 745,990



Puncipal accomplishments of the Kecords management staff for ourcar year Approved For Release 2005/11/21 : CIA-RDP70-00211R000700070022-2 Soland Benefits \$ 58,216 \$ 22,000 1. Completed 1,496 forms analysis projects do follows: 170 new forms daugned, 263 existing forms he vised and improved; 806 forms reprinted with adjustment in quantities ordered; 256 forms hade obsolete and studged from the suptem. II. Down management made major improvements in the agency despetch form and procedures which will streamline dispetch spectal form and hording and relace annual mathial gots by 6000. Those regnificantly of a million of authorition and significantly of a million of authoriticating and signing officers' propriet annually 4. Improved the Reisonnel Record Questionnair which will reduce 5. Omged the agency's Information Reporting system of faulty forms and prompted a \$1,300 negation from the reconstruction * 1500 hs. valued at 6. Presented expensions of # 1,500 for OTE compute forms by \$2,400 based on \$1.60 7. Prompted Supply Division, Logistics, to pringe ("bookleg") forms from its operations. 8. With DDIP, developed, the Built, Core and Use of offset masters, to promote improvement in information report preparation at nead-quarters and in the dield. a station immediately encouring that lit had a \$ 1500 12 year supply of forms which had only a two year stay life. 9. Prevented an additional printing cost of \$6,000 by nonconcurring in Contact Division of represent for Restinctive markings on oo-B Information Reports. bere costing that agency at least 10. Prompted action to Standard Standar

Principal accomplishments of the societs management stags for croccas year Approved For Release 2005/11/21: CIA-RDP70-00211R000700070022-2

Tangible III. Records Systems Approved For Release 2005/11/21 : CIA-RDP70-00211R000700070022-2

- Principal accomplishments of the Records management shall for discar year Approved For Release 2005/11/21: CIA-RDP70-00211R000700070022-2 \$28,981\$ 45, 760 1. Den IV Records Disposition Includes overall Beends management surveys) Based on destruction of 936 cm. of of retich were stored in 00 entony of the 790 cm It of records in CA stoff (c) Development and application of VM Schedalas; Records Control Schedulas rafes (d) Installation of four subject-numeric filing systems; and Approved For Release 2005/11/21 : CIA-RDP70-00211R000700070022-2

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835,632 45.760 981,392

Puncipal accomplishments of the Records management Staff for Fixed year 1960 Tangible Pollar Salaribo Benefit 97,612 745,990 tal Pecoids perations 16.866 Computation of FY 60 Re Dollar Benefits from Transfers 16,866 cu. ft = , 2,108 pieces of equipment (75% safes @ \$ 440 loch, 25% other @ \$50) 2. Assisted DD/F intereloping a current vital materials program which resulted in establishment of 17 vital materials schedules and a review of all DD/F vital materials in the repository. Of equal importance was the success of ringing together responsible vital materials officials in BD/F and DD/for exchanges of ideas and comparisons of vital material lists thus preventing duplication of DD/F A DD/I deposits in the repository. Safes - #695, 640 26. 350 721,990 Revised three existing Vital Materials schedules. ged for Office of Communications to deal directly with instead of through DDP, eliminating duplicate effort. 745 100 Computation of Total for information of regulato over the LIM Reposition and Records VM Egup 24,000 745,990 CA \$24,000 Salary g 1 12. Records management Stall constituting thousand # 243,644 # 88/,392

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